United Nations ST/IC/1999/102

Secretariat

30 November 1999

Information circular*

To: Members of the Staff

From: The Under-Secretary-General for Management

Subject: **Christmas and holiday parties**

1. As in previous years, staff members wishing to hold parties for Christmas in the facilities on the fourth floor administered by the caterers may do so subject to advance approval by the Office of the Assistant Secretary-General for Central Support Services. Parties will be authorized for 17, 21, 22 and 23 December and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted only once the meetings have adjourned. Small departments or offices may wish to hold joint parties to ease the demand for suitable areas.

2. Requests for approval to hold parties should be submitted to the Office of the Assistant Secretary-General for Central Support Services, room S-2127A, not later than 9 December 1999, indicating:

(a) Department, office or organization holding the party;

(b) Date and hours of the party;

(c) Proposed location of the party;

(d) Approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) Name of the senior official designated to assume full responsibility for the party, including all costs;

(f) Type of party and facilities required.

3. Once approval has been granted by the Assistant Secretary-General for Central Support Services, if services of movers, electricians etc., are required, they will be provided, subject

* Expiration date of the present information circular: 31 December 1999.

99-36887 (E) 021299

to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

	$ per hour
Movers	42
Electricians	99

4. Requests for these services should be made to the Special Services Section, at extension 3-2214. Requests for catering services to parties should be made in writing to the Banquet Director, Restaurant Associates, room S-414, extension 3-7098 or 3-7099, with a copy to the Chief, Commercial Activities Service, room DC2-0620.

5. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

6. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

United Nations ST/IC/1999/103

Secretariat

30 November 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 competitive examination for Statistical Clerks**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the Competitive Examination for Statistical Clerks in 2000, in accordance with the provisions of ST/AI/1998/4 of 10 February 1998.

2. The 2000 Competitive Examination for Statistical Clerks will be held in March 2000 in New York.

3. The minimum entrance criteria for eligible staff members are as follows:

(a) Have passed the United Nations clerical test;

(b) Have at least one year of experience in numerical data processing (e.g., spreadsheet or databases).

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible for the 2000 Competitive Examination for Statistical Clerks. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Statistical Examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the statistical clerk examination more than four times within a 10-year period.

6. The written examination will consist of one paper covering the following:

(a) Basic knowledge of tables, graphs and charts;

(b) Logical reasoning;

(c) Simple mathematics.

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7. The use of any reference material is not permitted during the written examination. Staff members may bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners for Statistical Examination will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview which will consist, in part, of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The practical test and the interview will normally take place from six to eight weeks after the written component of the examination. The practical test and the interview are integral parts of the examination; therefore, candidates who are invited to the practical test and the interview SHOULD NOT assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical clerks at United Nations Headquarters in New York will be filled. Candidates may then be selected, depending on the needs of the United Nations and the availability of posts. Statistical clerks will be required to work in a fully computerized environment.

10. Staff members selected to fill vacancies will be assigned as statistical clerks for a trial period of six months. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided that the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if the performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their previous posts at their previous levels or assigned to a similar post in a different area.

11. Staff members of the Secretariat who meet the conditions set out in ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to: 2000 Competitive Examination for Statistical Clerks, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017, by 7 January 2000. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of application. Extensions for receipt of applications will not be granted.

Annex

Application
2000 competitive examination for Statistical Clerks[1]

Index No.[2] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐☐ Female ☐☐

Date of entry on duty: Month ☐☐ Year 19 ☐☐

Type of contract: _____ Expiration date: _____

Department/Office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____

Have you taken this examination before? No ☐ Yes ☐ If yes:

in 19 ☐☐ in 19 ☐☐ in 19 ☐☐ in 19 ☐☐

What is your main language? ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications[4]

Name of institution (include place and country)	*Language of instruction*	*Attended from/to*		*Degree[4] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended from/to*		*Certificate[4] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

E. Courses taken in relation with statistics/computers/data processing

Title	*Description*	*Attended from/to*		*Number of hours/credits*	*Main field of study*
		Month/year	*Month/year*		

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature**: _____

I have read information circular ST/IC/1999/103 and I understand that, if I am successful in the competitive examination for statistical clerks and recommended for inclusion in the roster, my assignment as a statistical clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ **Signature**: _____

Notes

[1] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** by the Operational Services Division/OHRM. In this connection, staff members are informed that extensions for receipt of applications by the Operational Services Division/OHRM will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears on your Identification Pass.

[3] Please indicate Department/Office.

[4] Give exact name and title in original language; do not translate or equate.